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DO #226 - Region IX, Superfund Records Management Support**MONTHLY REPORT
FEBRUARY 1998**

Contract: #68-W5-0024 Delivery Order #226
Sponsoring Office: Superfund Records Management Support, Region 9 Cost Recovery Activities
Project Officer: Rick Johnson
DOPO: Sharon Johnson
DOM: Richard Thomas

I. Outline of Project/Significant Accomplishments/Future Activities**Task 1 Project Plan Development**

- 1.1 Initial Project Plan Development
- 1.2 Revision to an Accepted Project Plan

Task 2 Program Management

- 2.1 Manage the Delivery Order

The January Monthly Progress Report was delivered to the Delivery Order Project Officer (DOPO) on February 2.

- 2.2 Close-out of the Delivery Order

Task 3 Financial Documentation/Cost Recovery Packaging

A Financial Cost Documentation Package was processed for the Sola Optical site (SSID J8). The package was processed through the Accounting copy.

A Financial Cost Documentation Package was processed for the Teledyne Semiconductor site (SSID 95). This package was processed through the Enforcement Final copy.

A Financial Cost Documentation Package was processed for the Beckman Instruments site (SSID 70). This package was processed through the Accounting copy.

A Financial Cost Documentation Package was processed for the Hewlett Packard site (SSID 85). The package was processed through the Program copy.

A Financial Cost Documentation Package was processed for the Hewlett Packard site (SSID 85). The package was processed through the Enforcement final copy. An extra copy of the Enforcement Final package was made for the PRP.

A Financial Cost Documentation Package was processed for the Hewlett Packard site (SSID H9). The package was processed through the Program copy.

A Financial Cost Documentation Package was processed for the Hewlett Packard site (SSID H9). The package was processed through the Enforcement final copy. An extra copy of the Enforcement Final package was made for the PRP.

A Financial Cost Documentation Package was processed for the Sparks Solvent/Fuel site (SSID W6). This

package was processed through the Program copy.

A Financial Cost Documentation Package was processed for the Southwest Forest Ind Wood Treatment Plant - Yavapai Penta site (SSID 1U). This package was processed through the Program copy.

A Financial Cost Documentation Package was processed for the Omega Chemical Corp. site (SSID BC). This package was processed through the Program copy.

A Financial Cost Documentation Package was processed for the CTS Printex site (SSID H5). This package was processed through the Accounting copy.

A Financial Cost Documentation Package was processed for the Pacific Coast Pipeline site (SSID J6). This package was processed through the Accounting copy.

A Financial Cost Documentation Package was processed for the Intersil/Siemens site (SSID J2). The package was processed through the Program copy.

A Enforcement Final Financial Cost Documentation Package was processed for the Jasco Chemical Co. site (SSID F6).

A Enforcement Final Financial Cost Documentation Package was processed for the Puente Valley OU2 site (SSID 8W).

An Enforcement Final Financial Cost Documentation Package was processed for the Western Pacific Railroad site (SSID R4).

An Enforcement Final Financial Cost Documentation Package was processed for the National Semiconductor site (SSID 91).

An Enforcement Final Financial Cost Documentation Package was processed for San Gabriel Valley - El Monte OU (SSID 7B).

A new summary was added to latest Financial Cost Documentation Package for Mission Plating (SSID 8E).

A new summary was added to the Accounting copy of the Atlas Asbestos (SSID 35) Financial Cost Documentation Package.

Backup documents were added to the Atlas Asbestos Mine (SSID 34) Financial Cost Documentation Package. This package has been processed through the Program copy.

A total of 70 linear inches of Financial Cost Documentation Packages were added to the Cost Recovery collection. A total of 21 records were added to the ImageTrax database for Financial Cost Documentation Packages.

Future Activities

Cost Packages and Summaries will be processed as directed by the DOPO.

Task 4 Contracts, Grants and Interagency Agreements/Potential Cost Recovery Document Collection (PCRDC)

Twenty-eight inches of START contract documents were transferred to the contracts collection.

Fourteen linear inches of TAT contract documents were transferred to the contracts collection.

The records center began pulling contract files for storage at the National Archives and Records Administration. Contracts closed out before 1990 are being boxed and indexed in preparation for transfer to NARA. Overall, an estimated thirty-five boxes will be sent.

Six inches of Data Validation Reports were added to the Carson River Mercury site file.

One inch of documents were indexed for the Koppers site file.

A total of 7 linear inches of contract/cost recovery documents were indexed and added to the Superfund site files.

Seven inches of new contract/cost recovery site file indexing was received.

A total of 3.5 lft of new contract documents were added to the contracts collection.

Task 5

Compile Work Performed Documentation Packages

Documents were added to the Work Performed Documentation Package compiled for the Tucson Intl Airport Area - Burr-Brown site (SSID L8).

A Work Performed Documentation Package was compiled for the Tucson Intl Airport Area - Tucson Airport West site (SSID M1).

A Work Performed Documentation Package was compiled for the Modesto Groundwater Contamination site (SSID J4).

ARCS contract documents were added to the Atlas Asbestos Work Performed Documentation Package.

A total of 20 linear inches of Work Performed Documentation Packages were added to the Cost Recovery collection. A total of 2 records were added to the ImageTrax database for Work Performed Documentation Packages.

Task 6

Responding to Freedom of Information Act (FOIA) Requests

A FOIA request was processed for the San Fernando Valley site. Financial Cost Documentation Package indexes were copied per instruction from the Office of Regional Counsel. The indexes will be given to ORC for review and release.

Task 7

Manage the Day-to-Day Operations of the Cost Recovery Delivery Order in the Superfund Records Center

The DOM attended several photocopier demonstrations with the DOM and a staff member of D.O. 210. The Superfund Records Center is considered replacing an aged copier with a high speed duplicator.

The DOM submitted three bids from various paper shredder vendors to the *ads* Project Manager. The shredder will be used to destroy copies of Confidential Business Information as directed by the DOPO.

Staff received 23 requests for documentation.

Future Activities

Staff will respond to all Agency requests for cost recovery and contract documentation with same-day service. The DOM will meet with the DOPO and Agency personnel throughout the month for effective management of the delivery order.

Task 8 Attend National Meetings

No action this reporting period.

Task 9 Monthly Reports

Cost package indexes sorted by CERCLIS and Financial System Site Names for the month of January were completed and submitted to the DOPO and authorized users on February 4. An updated On-site Box Storage Report for all contract files was forwarded to the DOPO and Cost Recovery staff on February 4.

Future Activities

At the end of the month, staff will produce the cost recovery indexes and contract file storage reports for delivery to authorized persons.

Task 10 Site-Specific Invoicing

The site-specific detail attachments for the second December and both January invoices were forwarded to the DOPO.

Future Activities

The DOM will verify and reconcile staff site-specific labor charges for submission of detail attachments to the DOPO.

Task 11 Property Inventory

No action the reporting period.

II. Actual Hours Expended

Task 2

RIM IV 4

Task 3

RMS III 50

RIM IV 20

Task 4

RMS III 8

RIM IV 12.5

Task 5

RMS III 111

RIM IV 2.25

Task 6

RMS III

RIM IV 3

Task 7		
	RMS III	120
	RIM IV	100.25

Task 8		
	RIM IV	

Task 9		
	RMS III	6
	RIM IV	

Task 10		
	RIM IV	2

Task 11		
	RIM IV	

III. Difficulties Encountered

No difficulties encountered this reporting period.

IV. Personnel

No personnel action was taken this reporting period.

V. Summary of Technical Directions

The DOPO continues to utilize the *Express Link* Superfund Records Center Work Request Form to issue directions for processing routine Cost Documentation Packages and Work Performed Compilations.

The DOPO directed the DOM to place a copy of all demand letters received by the record center into the relevant Financial Cost Documentation Package.